



**TOWN OF HERNDON  
VOLUNTEER APPRECIATION NIGHT  
DISTINGUISHED CORPORATE SERVICE  
AWARD APPLICATION**

***Nominations must be received by Monday, March 3, 2014***

**Return Nominations via US mail, email or fax to:**

Herndon Department of Parks & Recreation  
Attn: Amanda Herzog  
PO Box 427, Herndon, Virginia 20172-0427  
Telephone: 703-435-6800, ext. 2119  
Fax: 703-318-8652  
[Mayor.Volunteer.Application@herndon-va.gov](mailto:Mayor.Volunteer.Application@herndon-va.gov)

- Local businesses are the driving force which makes the Town of Herndon successful. The business region promotes the good of the town. To qualify for this award a business must promote the town of Herndon as a great place to live and work, and have influence on making the town a better place for all citizens through innovation, policies and practices that support and encourage volunteerism for at least the past two years.

**Eligibility:**

- Nominee must be a private, non-charitable business or corporation, or an employee volunteer group thereof, located in, or providing service to, the Town of Herndon or the town's residents, community groups or other businesses.
- Contributions must have begun or partially occurred in the award year to be eligible.
- Nominee may only be nominated once every five (5) years.

**Nominees must have demonstrated exceptional service to the community in the following areas:**

- Outstanding commitment to promotion of the town for the greater good of Herndon.
- Pride in the town illustrated through its involvement in projects and events that bring business and people to the town of Herndon.
- Ongoing community impact through a partnership with the town or other town-of Herndon based businesses that helps benefit the town and its residents and visitors.
- An historical record of supporting volunteerism through innovation, employee volunteer programs, volunteer hours, number of volunteers, monetary support, etc.

All applications shall include a description of nominee's corporate volunteer activities and the period of activity describing how the applicant meets the Distinguished Corporate Service Award Criteria listed. Nomination descriptions should be limited to one page single spaced describing the Corporate Nominee's *commitment, leadership, service, and results achieved*. A photograph depicting the volunteer service of the firm and/or its employees and a company logo is requested. (*Digital, preferred*)



**Please check the spelling of your nominee's name. Type or print legibly.**

Name of Nominated Firm: \_\_\_\_\_

Street: \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Nominated by \_\_\_\_\_

Title/Organization \_\_\_\_\_

Street \_\_\_\_\_ Telephone \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*On a separate page, submit a one page description of the corporation's contributions that meet the criteria listed above.*